

TERMS OF REFERENCE (ToR)

Recruitment of the Supervision Firm for the Construction of Sexual Reproductive Health & Center of Excellence – Nyagatare District Hospital

Client: Rwanda Society of Obstetricians & Gynecologists (RSOG)

Location: Nyagatare District, Eastern Rwanda

I. Background

The Rwanda Society of Obstetricians and Gynecologists (RSOG), in collaboration with the Ministry of Health (MoH), is leading construction facility to accommodate Sexual Reproductive Health (SRH) and Academic Centers of Excellence at Nyagatare District Hospital. This project aims to strengthen healthcare infrastructure, improve access to high-quality SRH services, and promote academic training, research and innovational education in reproductive health.

The center will provide modern and equipped facilities designed to bridge gaps in women's health services while creating hubs for advancing SRH knowledge. Upon completion, the center will address critical SRH challenges, enhance community health outcomes, and to contribute positioning Rwanda as a leader in healthcare delivery and academic excellence.

RSOG therefore invites qualified and experienced construction supervision firms to submit their applications for supervision of the construction work of SRH and Academic Center of Excellence in Nyagatare District Hospital in accordance with the requirements outlined in this Terms of Reference. The project consists of the construction of a G+I building with a penthouse, with an estimate built-up area of approximately 1027 Square meters (m²). Detailed design documents shall remain confidential and will be made available to the successful consultant upon contract signing or as deemed necessary by the client.

2. Project Overview

The Sexual Reproductive Health (SRH) center will become innovative hubs for healthcare, education, and research in SRH while enhancing access to quality services for communities. This project aims to establish specialized environmentally responsive center designed to:

- i. Provide comprehensive sexual and reproductive health services.
- ii. Offer academic and training facilities for health professionals and resident students in obstetrics and gynecology.
- iii. Act as community education and outreach center that promote SRH awareness in the community.

3. Duration Of the Contract

After signing the contract, the duration of the project is set to ten (10) months to align with the full duration of the construction works. This period may be extended, where necessary, to align with any approved extension of the construction works in accordance with the agreement between RSOG and the contractor, ensuring continuous supervision until completion of construction works.

4. Scope of Work

The services to be provided by the Supervision firm will include, but are not limited to the following:

- Oversee the overall works execution by ensuring adherence to the approved designs, standards, budget, and timelines.
- Review the approved designs and provide additional information (details) once requested by the contractor.
- Review and approve working and shop drawings as well as other submittals prepared by the contractor before any construction work takes place in reference to pre-approved construction drawings.
- Be accountable, the structures stand safe, durable, functional, and robust.
- Monitor the progress of the construction works against the approved construction program and report any variance, promptly give written notice of the variance to the Contractor and the client.
- Carry out field inspections on the Contractor's setting out of the works in relation to original points, lines and levels of reference specified in the construction drawings.
- Quality Assurance (QA) and Quality Control (QC) by monitoring the workmanships, methodology, and material specifications.
- Regular inspection of field tests, sampling, and laboratory testing to be carried out by the Contractor.
- Prepare and submit exhaustive weekly and monthly progress reports
- Assist RSOG in resolving any issues and disputes during the construction phase with the contractors.
- Collaborate with RSOG, local contractors, and stakeholders to ensure smooth project execution.
- Maintain swift communication with contractors to ensure collaboration, coordination and documentation.
- Ensure compliance with all local regulations, Environmental Health and Safety Management Plans, traffic management, and sustainability measures throughout the project's construction stage.

- Perform the inspection of the works, including Test on Completion, to evaluate and recommend to the client the issuing of the Interim Payment Certificates / Claims (IPC) based on the contracted BoQ and specifications.
- Respond to contractors' and Client's Request for information (RFI).
- Inspect, verify and recommend variations or / and change orders to the client.
- Organize, as necessary, site meetings with the Contractors to review the progress of works and arrangements for upcoming works.
- Prepare and deliver minutes of such meetings to the Client and the Contractor
- Ensure that all as-built layouts and operation manuals are submitted before provisional and final handover.
- Assistance During the Defects Liability Period, the firm shall ensure that all defects and remarks are properly cleared/removed by the contractors as per the contract and submit quarterly reports to the client.
- Assistance in application of occupation permit

5. Key Personnels:

5.1 Team Composition:

The following list of professionals shall be fully available throughout the implementation of the supervision contract:

- Team Leader – Architect/Civil Engineer
- Resident Engineer/ Site Engineer
- Quantity Surveyor
- MEP Engineer (Mechanical, Electrical and Plumbing – Combined role)

5.2 Team Experience:

Position	Minimum Education	Total Experience (Years)	Supervision Experience (Years)
1. Team Leader	BSc Architecture	5	3
2. Resident Engineer/Site Engineer	BSc Civil Engineering	5	3
3. Quantity Surveyor	BSc Quantity Surveying	5	3
4. MEP Engineer	BSc Mechanical/Electrical Engineering	5	3

6. Minimum Requirements

- i. The Firm must be a registered construction firm in the Republic of Rwanda
- ii. The Firm must have teams with variety of professionals that are registered with professional bodies with copies of degree and valid certificates to be provided with the application.
- iii. The firm shall demonstrate experience and proficiency in either the construction (execution) or supervision of healthcare facility projects comprising structures of at least G+2 or having a contract value of at two billion Rwandan Franc (Frw2,000,000,000).
- iv. Familiar with all management processes of healthcare construction,
- v. The Firm shall demonstrate the capacity to deploy enough qualified engineers and personnel as specified in the Article 5 (Key Personnels).
- vi. The Firm shall demonstrate successful completion of at least three (3) similar supervision assignments during the last five (5) years, with at least one assignment meeting the requirements specified under Clause 6.iii. Preference will be given to assignments involving healthcare facilities.

7. Reporting

The Supervision consulting firm shall report directly to the RSOG Project Manager or any other representative designated by RSOG

8. Deliverables

- (a) Weekly Report: Submitted within two (2) days after the past week
- (b) Monthly Report: Submitted within five (5) days after the past month
- (c) Meeting Minutes
- (d) IPC Certification Reports
- (e) As-built verification
- (f) Defects liability reports
- (g) Review and verification of as-built drawings (Architectural, structural and MEP)
- (h) Final Completion report

9. Application Submission Requirements

Firms shall submit both technical and financial proposals as separate documents in one email;

The technical proposal shall include evidence of five (5) years of experience, key personnel qualifications, and experience, methodology and work plan.

The financial proposal shall be prepared considering the stated duration of the projects and their scale as mentioned in point I (Background)

Interested firms may request clarification regarding the project scope. However, detailed design drawings and technical specifications are confidential and will not be shared during the application stage.

Interested firms must provide information demonstrating that they have necessary qualifications and experience to meet the following criteria:

- The company profile with evidence showing the field of specialty of the firm and experience of at least five (5) years' experience in the field.
- Full registration certificate of the company issued by Rwanda Development Board
- VAT Registration Certificate
- A valid certificate of Tax Clearance issued by RRA
- RSSB Clearance certificate
- Evidence showing the technical and managerial capabilities of the firm in the field of supervision activities.
- Detailed technical proposal, including the overall supervision methodology detailing how the project will be executed, managed, and controlled
- Financial proposal
- Reference projects and contact information of previous clients.
- CVs of key personnel
- Any other required document highlighted in Section 6.

10. Evaluation Criteria

Firms will be evaluated using the following criteria:

- i. Technical Proposal (85%)
 - a. Firm Experience: 5%
 - b. Methodology and work plan: 20%
 - c. Key personnel qualifications: 30%
 - d. Similar assignment: 30%
- ii. Financial Proposal (15%)

11. Submission Deadline

All submissions must be received by **24 July 2026 at 5:00 PM** (Rwanda time) via email at: procurement.rsog@rsog.org.rw. Applications submitted after this time will not be considered.